

COUNTY OF CHESTERFIELD PURCHASING DEPARTMENT  
CHESTERFIELD, VIRGINIA

June 1, 2003

**NOTICE TO BIDDERS**

Sealed Bids on behalf of Chesterfield County, Virginia, will be received in the Purchasing Department, Room 402, 4th Floor, Administration Building, 9901 Lori Road, Chesterfield, Virginia 23832, until, but no later than 3:00 p.m., local time prevailing, June 24, 2003, and then publicly opened and read immediately thereafter for the following:

Invitation to Bid No.: **03-3246-8841**

The work involves: Expansion of Rockwood Park Nature Center Building

**PRE-BID CONFERENCE:**

A Non-Mandatory Pre-Bid Conference will be held at the site on June 11, 2003, at 8:30 a.m. The Conference will be held at the Rockwood Park Nature Center located in Rockwood Park at 3401 Courthouse Road, Richmond, VA 23236.

**Attendance at the conference is optional, but strongly encouraged.**

If you are an individual with a disability and require a reasonable accommodation, please notify: William C. Wheeler at (804) 285-4171, three working days prior to need.

The Owner intends to enter into a stipulated sum contract (Standard Form of Agreement Between Owner and Contractor - AIA Document A101). Each bid shall be accompanied by a bid bond with surety satisfactory to the County Attorney or Cash or a Certified Check, made payable to: TREASURER, CHESTERFIELD COUNTY, in an amount equal to five percent of the total bid price.

If a contract is awarded, a combined Performance Bond and Labor and Material Payment Bond (AIA Document A311) for One Hundred Percent (100%) of the contract amount shall be required of the successful contractor.

**No bid may be withdrawn after the scheduled closing time for receipt of bids for sixty (60) calendar days, except as provided in Section 2.2-4330(i), *Code of Virginia*, which states the bidder shall give notice in writing of his claim of right to withdraw his bid within two business days after the conclusion of the bid opening procedure. Any withdrawal request made to the Director of Purchasing must be accompanied by bidder's original work papers, or such request will be rejected. In order for work papers, documents and materials submitted pursuant to this section to be deemed a trade secret or proprietary information pursuant to *Code of Virginia*, subdivision F of § 2.2-4342, a bidder must expressly invoke the aforementioned statute in the notice of withdrawal and specifically state the reasons why protection under 2.2-4342 F is necessary.**

If the bid from the lowest responsible bidder exceeds available funds, the County may negotiate with the low bidder to obtain a contract price within available funds.

In the case of a tie bid, the County may give preference to goods, services, and construction produced in the County or provided by persons, firms or corporations having principal places of business in the County. If such choice is not available, preference shall then be given to goods and services produced in the Commonwealth pursuant to Section 2.2-4324 of the *Code of Virginia*. If no County or Commonwealth choice is available, the tie shall be decided by lot.

The Owner reserves the right to reject any or all bids and to waive informalities in the bidding.

Time is of the essence and any bid received after the announced time and date for submittal, whether by mail or otherwise, will be rejected. The time of receipt shall be determined by the time clock stamp in the Purchasing Department. Bidders are responsible for ensuring that their bids are stamped by Purchasing Department personnel before the deadline indicated. **Late bids received will be so noted in the bid file in order that the vendor's name will not be removed from the subject commodity/service list.**

Bidders on this project will be required to comply with the provisions of the *Code of Virginia*, Section 2.2-4311, in regard to non-discrimination in employment.

Bidders are required under Chapter 11, Title 54.1, *Code of Virginia*, to show evidence of Certificate of Registration before Bid may be considered.

**DRAWINGS AND PROJECT MANUALS:** Drawings and Project Manuals may be obtained by submitting a request and deposit of Sixty Dollars (\$60.00) per set by check only, to Architectural & Engineering Supply Co., Inc. located at 1400 N. Boulevard Richmond, VA 23230 or ordered through the PlanWell Web Site ([https://order.e-arc.com/arcEOC/PWELL\\_Main.asp](https://order.e-arc.com/arcEOC/PWELL_Main.asp)) Make checks payable to Architectural & Engineering Supply Co., Inc. Request and deposit must be received at least four days prior to receiving bids. Documents will not be distributed until deposit is received. Addenda will be mailed or faxed to prospective bidders at the fax number or address provided when the plans are purchased. Anyone who receives the plans through another source, such as a plan room, will be solely responsible for ensuring that they have the complete plans, specifications, and any addendum that have been issued.

General Contractors may obtain a limit of three sets by refundable deposit; others may obtain one set by refundable deposit. Additional sets must be purchased (no refund). Shipping charged will be established by Architectural & Engineering Supply Co., Inc. at the time of the purchase and will be dependant on the weight of the materials, time frame of the delivery, and location of the plan purchaser. Upon return of the Documents to Hankins and Anderson, Inc. (including Addenda, if any), prepaid, in good condition, free from markings thereon, within ten (10) days from receipt of bids, refund of deposits will be made less \$15.00 per set for handling. Shipping charges are non-refundable. The returned plans will be inspected and if found to not meet the above noted criteria, the plan purchaser will be given the option to collect the plans or have them discarded.

PUBLIC INSPECTION OF BID DOCUMENTS: Bid documents are available at the following locations:

1. McGraw-Hill Construction/DODGE, Vistas I Bldg., 5540 Falmouth Street, Suite 101, Richmond, VA 23230
2. Builders Exchange of Richmond, 3207 Hermitage Road, Richmond, VA 23227
3. The Plan Room, Inc., 308 Turner Road, Suite D, Richmond, VA 23225
4. Valley Construction News, 428 W. Campbell Avenue, S.W., Roanoke, VA 24016
5. Reed Construction Data, 2701 Emerywood Pkwy., Suite 100, Richmond, VA 23294
6. McGraw-Hill Construction/DODGE, 5700 Cleveland Street, Suite 144, Virginia Beach, VA 23462
7. Peninsula Builders Exchange, 615 Dresden Drive, Newport News, VA 23601-2711
8. Central Virginia Business and Construction Association, 501 East Franklin Street, Richmond, VA 23219
9. McGraw-Hill Construction/DODGE Plan Room, 2840 Electric Road, Suite 102, Roanoke, VA 24018

REQUEST FOR INFORMATION: Any request for additional information or clarification shall be made in writing, either by fax to (804) 282-8583, e-mail to w.wheeler@haengineers.com, or mail to 1604 Santa Rosa Road, Richmond VA 23229, to the attention of William C. Wheeler at least five business days prior to the bid date to be distributed to the appropriate party. The requests will be collected and the responses will be made available to all registered plan holders through an addendum. Any request for information received after such time may or may not be answered as there is insufficient time to issue an addendum. Request for information sent to other parties will be forwarded to Hankins and Anderson, Inc. before being directed to the appropriate party and will take additional time to respond. Any verbal request for information will not be answered.

QUALITY EXPECTATION: Chesterfield County, through its "Total Quality Improvement" initiative, is a recognized leader in providing quality products and services at the most effective cost possible. Therefore, the County fully expects, requires, and shall hold all Contractors, and all agents, staff, representatives, and subcontractors of the Contractor, responsible for, and accountable to, the highest quality standards of professional workmanship, products and services. In the spirit of the County's total quality improvement initiative, the Contractor shall be expected to become a member of the team and perform or provide all work, services and products with a target of "zero defects - zero rework".

AWARD PHILOSOPHY: Chesterfield County will make award to the lowest responsible and responsive bidder. The lowest responsive bidder(s) may be required to furnish a written statement of their qualifications, to include references, prior to any such award. The County may contact all

references furnished by bidders. The right is further reserved by the County to contact references other than, and/or in addition to, those furnished by the bidder. If, in the sole opinion of the County, a bidder is determined to be non-responsible as a result of any investigation conducted by or for the County, award will not be made to that bidder.

ENVIRONMENTAL MANAGEMENT: Vendor/Supplier/Contractor shall be responsible for complying with all federal, state, and local environmental regulations relating to transportation, handling, storage, spillage and any other aspect of providing the services specified herein, as applicable.

FAITH-BASED ORGANIZATIONS: In compliance with SECTION 2.2-4343.1 *CODE OF VIRGINIA*, Chesterfield County does not discriminate against faith-based organizations.

DRUG FREE WORKPLACE: During the performance of this contract, the contractor agrees to:

1. Provide a drug-free workplace for the contractor's employees
2. Post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition
3. State in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace
4. Include the provisions of the foregoing clauses in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor

For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a contractor in accordance with this chapter, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

COMMITMENT TO DIVERSITY AND CHESTERFIELD BUSINESSES: Chesterfield County is a rapidly growing progressive community consisting of an increasingly diverse population. This diversity provides for a dynamic and robust community that promotes growth. Chesterfield County believes that all of its citizens should benefit from this economic growth without regard to race, color, religion or economic status.

The county is committed to increasing the opportunities for participation of minority business enterprises, woman-owned businesses and businesses located in Chesterfield County to ensure diversity in its procurement and contract activities. These businesses are encouraged to respond to all Invitations for Bids and Requests for Proposals. In addition, the county strongly encourages each contractor and/or supplier with which the county contracts to actively solicit minority business enterprises, woman-owned businesses and businesses located in the county as subcontractors/suppliers for their projects.

Upon award/renewal of the contract, the successful bidder/offeror shall furnish data requested on the Certification of Subcontractor/Supplier Activity form included in this IFB/RFP document. This information will enable the county to document the dollar level of activity and measure the success of its purchasing and contracting efforts in this endeavor.

DEFINITIONS: For purposes of Chesterfield County's classification and reporting program, in cooperation with the Virginia Department of Minority Business Enterprise, the following definitions apply:

Woman-Owned Business (WOB) - a business concern that is majority owned by a woman who also controls and operates the business. In this context, "control" means exercising the power to make policy decisions, and "operate" means being actively involved in the day-to-day management.

Minority Business Enterprise (MBE) - a business enterprise that is owned and controlled by one or more socially and economically disadvantaged persons. Such disadvantage may arise from cultural, racial, chronic economic circumstances or background or other similar cause. Such persons include, but are not limited to: African Americans, Asian Americans, Native Americans, Eskimos and Aleuts. (Reference: 2.1-6432.1 of the Code of Virginia)

Chesterfield Business (CB) - any private business enterprise, located within the jurisdictional boundaries of Chesterfield County.

Minority - a person who is a citizen of the United States or a legal resident alien and who satisfies one or more of the following:

Asian Americans - all person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent or the Pacific Islands including but not limited to Japan, China, Vietnam, Korea, Samoa, Laos, Cambodia, Taiwan, northern Marinas, the Philippines, U. S. territory of the Pacific, India, Pakistan, Bangladesh and Srilanka and who are regarded as such by the community of which these persons claim to be a part.

African Americans - all persons having origins in any of the original peoples of Africa and who are regarded as such by the community of which these persons claim to be a part.

Hispanic Americans - all persons having origins in any of the Spanish-speaking peoples of Mexico, South or Central American, or the Caribbean Islands or other Spanish or Portuguese cultures and who are regarded as such by the community of which these persons claim to be a part.

Native Americans - all persons having origins in any of the original peoples of North America and who are regarded as such by the community of which these persons claim to be a part or who are recognized by a tribal organization.

Eskimos and Aleuts - all persons having origins in any part of Northern Canada, Greenland, Alaska, and Eastern Siberia and who are regarded as such in the community of which these persons claim to be a part.

Members of other groups - all other individuals found to be socially and economically disadvantaged by the United States Small Business Administration under Section 8(a) of the Small Business Act (15USC637)[a]. (VR486-01-02; September 9, 1992)

PUBLIC NOTIFICATION OF AWARD: For information pertaining to the award on this procurement transaction, bidders may access public notification electronically at:  
[www.co.chesterfield.va.us/ManagementServices/Purchasing/purchase.asp](http://www.co.chesterfield.va.us/ManagementServices/Purchasing/purchase.asp)

***END OF NOTICE TO BIDDERS***

**Bid Prepared By:** Cathy M. Lantz, CPPB  
Purchasing Officer